



## **1 MINOR BOUNDARY CHANGE APPLICATION**

A Minor Boundary Change application must be submitted to the Department, along with:

- A *non-refundable* fee;
- “Review copy” of the plat of survey, including the plat of survey number and describing the area(s) to be conveyed between the adjacent property owners;
- Note on plat of survey indicating the parcel is non-buildable until it comes into conformance with development regulations;
- Any proposed or required easement agreement(s);
- A “sketch plan” that demonstrates all site and structure requirements for the zoning district in which the parcels of land are located can be maintained (e.g., minimum setbacks from property or road right-of-way for all structures, minimum lot area, minimum lot width, etc.)

## **2 REVIEW AND APPROVAL**

After the application is submitted, zoning staff will review it and any associated materials. The applicant will be notified if additional information is needed, or if changes are required. Once the review is complete, staff will notify the applicant and the Auditor’s Office of approval.

## **3 RECORDING OF PLAT OF SURVEY**

Upon receiving notification of approval from zoning staff, the applicant shall submit the plat of survey, along with the required fees and documentation, to the Auditor’s Office. The plat of survey will then be recorded in accordance with the provisions in Iowa Code Chapter 355.10.

## **4 RECORDING OF DEED(S)**

After the plat of survey is recorded, the applicant shall submit any necessary deeds for recording the transfer of property.

## **5 RECORDING OF EASEMENT AGREEMENTS**

Once the plat of survey and any other required deeds have been recorded, zoning staff will record easement agreement(s) submitted with the application.

# Minor Boundary Change Process

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